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# Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 01

<u>Title:</u> Public meeting of the Science Advisory Board Biogenic Carbon Emissions Panel

<u>Purpose</u>: Under this Task Order, the Contractor shall provide administrative support for the

public meeting including (a) securing meeting facilities and accommodations for

the meeting: (c) providing pre-meeting and onsite logistics support.

<u>Period of Performance</u>: The date of the award through November 30, 2011

Meeting Location: Washington, DC

Meeting Dates/Time October 25, 2011, 8:30 am - 5:30 pm

October 26, 2011, 8:30 am - 5:30 pm October 27, 2011 -8:00 am - 12:30 pm

EPA Contacts: Diana Pozun, PO, 202-564-2139

Holly Stallworth, TOPO, 202-564-2073 Jami Rodgers, CO, 202- 564-4781

# Task 1: Secure Meeting Facility and Accommodations

- 1. EPA is holding space at the Hyatt Regency on Capitol Hill in Washington, DC. The contractor shall obtain procurement with that facility for:
  - a. one large conference room set up in U shape for 20 people and approximately 100 seats in theatre style;
  - b. one refreshment room accommodating for the panel composed of 20 members on travel status;
  - c. 20 sleeping rooms at the allowable U.S. government rate;
  - d. Equipments for the meeting (see item 3 below)
- 2. The contractor shall procure with the facility breakfasts, lunches, and light refreshment during morning and afternoon breaks for panel's working sessions on administrative matter during the three days in accordance with EPA Policy Procurement Notice, PPN 00-01 "Contracting for Light Refreshments at Agency Conferences'.
- 3. The contactor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
  - Flatfold screen

- Flatfold screen dress kit
- Powered speakers
- RGBHV Distribution Amplifier
- Confidence 17: Monitor
- Folsom Switcher ScreenPro
- EQ/Processor
- 12 Push to talk table microphones
- Push to talk table mics controller
- 7 Extension Cords
- 7 Power strips
- Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 4. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 5. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 ½ day meeting.

**Deliverable Date:** The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

#### Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

- 1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. COR will furnish the contractor with the blank tents with the EPA logo and also the clip on badges with inserts.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
- 3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 20 pocket folders for panel members

(the folders shall be furnished by the COR). An additional 50 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.

- 4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that uses to display meeting materials. Meeting materials should be displayed with tents signs identifying the types of materials (e.g. agenda, committee roster, charge questions etc.). The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

# Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 2 ½ day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
- 6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

- 8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
- 9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

**Performance Standard:** The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

AMENDMENT OF SOLICITATION/MODIFIC	ATION OF C	ONTRACT		CONTRACT ID CODE	PA	GE OF	PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE	DATE 4	4. REQI	IISITION/PURCHASE REQ. NO.	5. PROJE	ECT NO.	2 . (If applicable)
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\\.\.\	11. THIS ITE	 EM ONLY APPLIES TO AN		ENTS OF SOLICITATIONS			
Offers must acknowledge receipt of this amendment I Items 8 and 15, and returning conseparate letter or telegram which includes a reference THE PLACE DESIGNATED FOR THE RECEIPT OF virtue of this amendment you desire to change an offer to the solicitation and this amendment, and is receive 12. ACCOUNTING AND APPROPRIATION DATA (If received the schedule)	pies of the amen to the solicitatio OFFERS PRIOR er already submit d prior to the ope	ndment; (b) By acknowledg on and amendment number R TO THE HOUR AND DAT tted, such change may be r ening hour and date specifi	ging rece ers. FAII TE SPE made by fied.	ipt of this amendment on each copy of the off URE OF YOUR ACKNOWLEDGEMENT TO CIFIED MAY RESULT IN REJECTION OF YO telegram or letter, provided each telegram or	er submitte BE RECEI OUR OFFE	ed; or (c) IVED AT ER. If by kes refer	) Ву
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E. IMPORTANT: Contractor X is not,		to sign this document and	return	0 copies to the issuing	office.		
14. DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: (b)(4) Meeting Support Services Tas Panel TOPO: Diana Pozun Max Expire	k Order	#0001 Science				Emis	ssions
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15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. U	NITED STATES OF AMERICA		160	C. DATE SIGNED
(Signature of person authorized to sign)				(Signature of Contracting Officer)		1	0/27/2011

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NAME OF OFFEROR OR CONTRACTOR ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Reason for Modification: Funding Only Action Total Amount for this Modification: \$5,580.17 New Total Amount for this Award: \$35,203.53 Obligated Amount for this Modification: \$5,580.17 New Total Obligated Amount for this Award: \$35,203.53				
	CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$29,623.36 to \$35,203.53 Obligated Amount for this modification: \$5,580.17				
	CHANGES FOR ACCOUNTING CODE: 11-12-B-58F1-105A46C-2505-1158FC1427-001 Amount changed from \$29,623.36 to \$35,203.53				
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711				
	FOB: Destination Period of Performance: 09/29/2011 to 11/30/2011				

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NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO.	SUPPLIES/SERVICES	QUANTITY (C)		UNIT PRICE	AMOUNT
(A)	(B)	(0)	(D)	(E)	(F)
	TOPO: Diana Pozun Max Expire Date: 11/30/2011 The purpose of this modification to Task Order #1 under Contract EP-W-11-051 is to deobligate unliquidated funds and to administratively close said Task Order. As a result, the total funded amount of this Task Order is hereby decreased from \$35,203.53 by \$130.58 to \$35,072.95.				
	Note: These current year funds shall be returned to the Office of the				
	Administrator/Science Advisory Board.  Payment:  RTP Finance Center  US Environmental Protection Agency  RTP-Finance Center (D143-02)  109 TW Alexander Drive  Durham NC 27711  FOB: Destination  Period of Performance: 09/29/2011 to 11/30/2011				
	Change Item 0001 to read as follows(amount shown is the total amount):				
0001	Task Order #0001 - Public Meeting of Science Advisory Board Biogenic Carbon Emissions Panel in accordance with the attached Statement of Work.				35,072.9
	The contractors revised quote dated September 27, 2011 is incorporated by reference.				
	Accounting Info: 11-12-B-58F1-105A46C-2505-1158FC1427-001 BFY: 11 EFY: 12 Fund: B Budget Org: 58F1 Program (PRC): 105A46C Budget (BOC): 2505 DCN - Line ID: 1158FC1427-001 Funding Flag: Complete				
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NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO.	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Funded: -\$130.58  The purpose of this modification is to close Task Order #1				
	under Contract EP-W-11-051 and deobligate unliquidated funds. As a result, the total funded amount is decreased from \$35,203.53 by \$130.58 to \$35,072.95.				
	Note: These current year funds shall be returned to the Office of the Administrator/Science Advisory Board.				

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# ORDER FOF PPLIES OR SERVICES SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

PAGE NO

DATE OF ORDER CONTRACT NO. ORDER NO 01/06/2012 EP-W-11-051 0002 QUANTITY QUANTITY UNIT UNIT AMOUNT ITEM NO SUPPLIES/SERVICES ORDERED ACCEPTED PRICE (d) (f) (g) (e) (a) (b) (c) Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 01/06/2012 to 02/28/2012 <sub>13</sub> <sub>HR</sub> (b)(4) (b)(4)Project Manager - Base Period 0001 Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21016-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211121016-001 Funding Flag: Complete Funded: \$1,249.95 (b)(4)(b)(4)0002 Meeting Planner - Base Period 44 HR Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21016-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21016-001 Funding Flag: Complete Funded: \$2,200.00 (b)(4)(b)(4)Jr. Coordinator - Base Period 95 HR 0003 Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21016-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21016-001 Funding Flag: Complete Funded: \$3,507.40 0005 Other Direct Costs - Base Period 21,669.73 Accounting Info: Continued ...

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# ORDER 'R SUPPLIES OR SERVICES SC. \_\_DULE - CONTINUATION

PAGE NO

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IMPORTANT	Mark	all packages and papers with contract and/or order numbers.	-					
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01/06/20 ITEM NO. (a)	12- BF 11T (BO 121 Fun Fun	EP-W-11-051 SUPPLIES/SERVICES	QUANTITY ORDERED (c)	UNIT (d)		ORDER 0002	·	QUANTITY ACCEPTED {9}

\$0.00

# Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 02

<u>Title:</u> Public meeting of the CASAC Ozone Meeting

**Purpose**: Under this Task Order, the Contractor shall provide administrative support for the

public meeting including (a) securing meeting facilities and; (c) providing pre-

meeting and onsite logistics support.

**Period of Performance:** The date of the award through February 28, 2012

Meeting Location: Durham, NC

Meeting Dates/Time January 9, 2012 9:00 am - 5:30 pm

January 10, 2012, 8:30 am - 12:30 pm

EPA Contacts: Diana Pozun, PO, 202-564-2139

Holly Stallworth, TOPO, 202-564-2073

Jami Rodgers, CO, 202-564-4781

#### Task 1: Secure Meeting Facility

- 1. EPA is holding space at the Marriott Research Triangle Park Hotel in Durham, NC. The contractor shall obtain procurement with that facility for:
  - a. one large conference room set up in U shape for 20 people and approximately 100 seats in theatre style;
  - b. one refreshment room accommodating for the panel composed of 20 members on travel status;
  - c. Equipments for the meeting (see item 3 below)
- 2. The contractor shall procure with the facility breakfasts, lunch, and light refreshment during morning and afternoon breaks for panel's working sessions on administrative matter during the two days in accordance with EPA Policy Procurement Notice, PPN 00-01 "Contracting for Light Refreshments at Agency Conferences'.
- 3. The contactor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
  - Flatfold screen
  - Flatfold screen dress kit
  - Powered speakers

- RGBHV Distribution Amplifier
- Confidence 17: Monitor
- Folsom Switcher ScreenPro
- EQ/Processor
- 13 Push to talk table microphones
- Push to talk table mics controller
- 5 Extension Cords
- 5 Power strips
- Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 4. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 5. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

**Deliverable Date:** The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

# Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

- 1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
- 3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 20 pocket folders for panel members (the folders shall be furnished by the Contractor). An additional 50 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.

- 4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

#### Task 4: On-Site Meeting Support

- 1. The contractor shall display the poster board two hours before the meeting starts.
- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
- 6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
- 8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
- 9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

**Performance Standard:** The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

AMENDMENT OF SOLICITA	ATION/MODIFICATI	ON OF CONTRACT		1. CONTRACT ID CODE	PAGE	F OF PAGES
2. AMENDMENT/MODIFICATION	NO. 3. E	FFECTIVE DATE	4. REC	LUISITION/PURCHASE REQ. NO.	5. PROJEC	T NO. (If applicable)
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8. NAME AND ADDRESS OF CON	TRACTOR (No., street, coul	nty, State and ZIP Code)	(x) 9A	AMENDMENT OF SOLICITATION NO.		
ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 22102220	3		x 10, EI	A. MODIFICATION OF CONTRACT/ORDE P-W-11-051 002 B. DATED (SEE ITEM 13)	R NO.	
(b)(4)	FA	CILITY CODE		1/06/2012		
		11. THIS ITEM ONLY APPLIES TO	O AMENDA	IENTS OF SOLICITATIONS		
Items 8 and 15, and returning separate letter or telegram which THE PLACE DESIGNATED FOR	of this amendment prior to copies of includes a reference to the THE RECEIPT OF OFFE ire to change an offer alrement, and is received prior	o the hour and date specified in the of the amendment; (b) By acknown a solicitation and amendment nu ERS PRIOR TO THE HOUR AND addy submitted, such change may reto the opening hour and date specified.	he solicitati vledging red mbers. FA DATE SPI y be made	icepto of Oriers	methods: (a) By one offer submitted; TO BE RECEIVED YOUR OFFER.	or (c) By ED AT If by
See Schedule						
13. THIS ITEM O	NLY APPLIES TO MODIF	FICATION OF CONTRACTS/ORD	ERS. IT M	ODIFIES THE CONTRACT/ORDER NO. AS	DESCRIBED IN	ITEM 14.
B. THE ABOVE NU appropriation da				SES SET FORTH IN ITEM 14 ARE MADE  MINISTRATIVE CHANGES (such as chan, OF FAR 43.103(b).		
C. THIS SUPPLEM	ENTAL AGREEMENT IS	ENTERED INTO PURSUANT TO	AUTHOR	ITY OF:		
D. OTHER (Specify	type of modification and	authority)				
E. IMPORTANT: Contractor	🗵 is not,	is required to sign this document	and return	copies to the iss	suing office.	
DUNS Number: (b)(4) Task Order #0002 C TOPO: Holly Stallw	ontract Suppo orth Max Exp:	ort for the CASAC	C Ozon 2012	e Meeting January 9-1	0, 2012	
The purpose of thi correct the period				under Contract EP-W-	11-051 is	s to
LIST OF CHANGES: Reason for Modific Period Of Performa Continued Except as provided herein, all terms	nce Start Dat	ce changed from 0	6-JAN	-12 to 20-0CT-11 retofore changed, remains unchanged and	in full force and e	ffect.
15A. NAME AND TITLE OF SIGNE	R (Type or print)			NAME AND TITLE OF CONTRACTING O Ni Rodgers	FFICER (Type or	print)
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B.	UNITED STATES OF AMERICA		16C. DATE SIGNED
(Signature of person aut	horized to sign)			(Signature of Contracting Officer)	OTANDA DD T	 

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED					
	EP-W-11-051/0002/001	2	2			

NAME OF OFFEROR OR CONTRACTOR ENDYNA INC

TEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	<b>UNIT</b> (D)		AMOUNT (F)
(11)	(1)	(0)	( 10 )	(11)	(1)
	CHANGES FOR LINE ITEM NUMBER: 1				
	Start Date changed from 06-JAN-12 to 20-OCT-11				
	CHANGES FOR LINE ITEM NUMBER: 2				
	Start Date changed from 06-JAN-12 to 20-OCT-11				
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	CHANGES FOR LINE ITEM NUMBER: 3 Start Date changed from 06-JAN-12 to 20-OCT-11				
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	CHANGES FOR LINE ITEM NUMBER: 5				
	Start Date changed from 06-JAN-12 to 20-OCT-11				
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02) 109 TW Alexander Drive				
	Durham NC 27711				
	FOB: Destination				
	Period of Performance: 10/20/2011 to 02/28/2012				

AMENDME	NT OF SOLICITA	ATION/MODIFIC	ATION OF C	ONTRACT		1. CONTRACT ID CODE	1740	L OF PAGES					
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002			04/26/2	012									
6. ISSUED BY	,	CODE	HPOD		7. A	ADMINISTERED BY (If other than Item 6)	CODE H	POD					
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460						HPOD  US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W.  Mail Code: 3803R  Washington DC 20460							
8. NAME AND	ADDRESS OF CONT	FRACTOR (No., street	, county, State and	ZIP Code) (	(x)	9A. AMENDMENT OF SOLICITATION NO.							
ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203						9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NOTE P - W - 11 - 051  0002  10B. DATED (SEE ITEM 13)	D.						
CODE (b)	(4)		FACILITY COI	DE		01/06/2012							
	• •		11. THIS ITE	 EM ONLY APPLIES TO AN	MEN	DMENTS OF SOLICITATIONS							
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	TING AND APPROPR	IATION DATA (If req	uired)	Net	De	ecrease: -\$	3,593.	53					
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CHECK ONE	B. THE ABOVE NU appropriation dat	MBERED CONTRAC e, etc.) SET FORTH	CT/ORDER IS M I IN ITEM 14, PU	ODIFIED TO REFLECT T JRSUANT TO THE AUTH	HE I	ADMINISTRATIVE CHANGES (such as changes in TV) OF FAR 43.103(b).							
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E. IMPORTAN	T: Contractor	🗵 is not,	is required t	to sign this document and	retu	rn 0 copies to the issuing	office.						
14. DESCRIPTION OF AMENDMENTIMODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  DUNS Number: (b)(4)  The purpose of this modification is to close-out Task Order  #2 under Contract No. EP-W-11-051 and deobligate unliquidated funds. As a result, the total funded amount is decreased from \$28,627.08 by \$3,593.53 to \$25,033.55.  Note: \$3,593.53 is to be returned to the Office of the Administrator/Science Advisory Board.  TOPO: Holly Stallworth Max Expire Date: 02/28/2012  Delivery Location Code: HPOD HPOD  US Environmental Protection Agency Continued  Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as herelofore changed, remains unchanged and in full force and effect.  16A. NAME AND TITLE OF SIGNER (Type or print)  Naomi Jones													
15B. CONTRA	ACTOR/OFFEROR			15C. DATE SIGNED	16	B. UNITED STATES OF AMERICA		16C. DATE SIGNED					
7-	(Signature of person auti	horized to sign)			_	(Signature of Contracting Officer)							

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

CONTINUATION CHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF.
CONTINUATION SHEET	EP-W-11-051/0002/002	2	3

NAME OF OFFEROR OR CONTRACTOR ENDYNA INC

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	Ariel Rios Building				
	1200 Pennsylvania Avenue, N. W.				
	Mail Code: 3803R				
	Washington DC 20460 USA				
	Parmont.				
	Payment: RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)				
	109 TW Alexander Drive				
	Durham NC 27711				
	FOB: Destination				
	Period of Performance: 10/20/2011 to 02/28/2012				
	Change Item 0001 to read as follows(amount shown is the total amount):				
	is the total amount;			(b)(4)	(b)(4)
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	EFY: 13 Fund: B Budget Org: 11T Program (PRC):				
	ZZZMG5 Budget (BOC): 2505 DCN - Line ID:				
	1211T21016-001				
	Funding Flag: Complete				
	Funded: \$0.00				
	Change Item 0002 to read as follows(amount shown				
	is the total amount):				
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002	Meeting Planner - Base Period	44	HR		8 A.A. B
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	EFY: 13 Fund: B Budget Org: 11T Program (PRC):				
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	1211T21016-001				
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	Change Item 0003 to read as follows (amount shown is the total amount):				
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 EP-W-11-051/0002/002
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NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY UNIT	 AMOUNT (F)
	Funding Flag: Complete Funded: \$0.00		
	Change Item 0005 to read as follows(amount shown is the total amount):		
0005	Other Direct Costs - Base Period		18,076.2
0005	Other Direct Costs - Base Period  Delivery: 02/28/2012 Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21016-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BoC): 2505 DCN - Line ID: 1211T21016-001 Funding Flag: Complete Funded: -\$3,593.53 The purpose of this modification is to close-out Task Order #2 under Contract No. EP-W-11-051 and deobligate unliquidated funds. As a result, the total funded amount is decreased from \$28,627.08 by \$3,593.53 to \$25,033.55. Note: \$3,593.53 is to be returned to the Office of the Administrator/Science Advisory Board.		18,076.2

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SCHF ' - CONTINUATION

#PORTANT: Mark all packages and papers with contract and order numbers. ORDER NO. CONTRACT NO. ATE OF ORDER 0003 EP-W-11-051 1/18/2012 QUANTITY AMOUNT QUANTITY UNIT UNIT SUPPLIES/SERVICES ITEM NO. ACCEPTED PRICE ORDERED **(f)** (a) (c) (e) (b) (a) Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 11/17/2011 to 03/31/2012 (b)(4)(b)(4)27 HR Project Manager - Base Period 001 Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21020-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21020-001 Funding Flag: Complete Funded: \$2,596.05 (b)(4)(b)(4)69 HR Meeting Planner - Base Period 0002 Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21020-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21020-001 Funding Flag: Complete Funded: \$3,450.00 (b)(4)(b)(4)125 HR Jr. Coordinator - Base Period 0003 Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21020-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21020-001 Funding Flag: Complete Funded: \$4,615.00 40,213.67 Other Direct Costs - Base Period 0004 Accounting Info: Continued ... \$50.874.72 TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

- CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO. ORDER NO. 01/18/2012 EP-W-11-051 0003 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT **AMOUNT** QUANTITY ORDERED PRICE ACCEPTED (a) (c) (d) (e) **(I)** (g) 12-13-B-11T-ZZZMG5-2505-1211T21020-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21020-001 Funding Flag: Complete Funded: \$40,213.67 The obligated amount of award: \$50,874.72. The total for this award is TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) \$0.00

# Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 03

<u>Title:</u> Public meeting of the SAB Libby Asbestos Meeting

**Purpose**: Under this Task Order, the Contractor shall provide administrative support for the

public meeting including (a) securing meeting facilities and; (c) providing pre-

meeting and onsite logistics support.

<u>Period of Performance</u>: The date of the award through March 31, 2012

Meeting Location: Alexandria, Va

Meeting Dates/Time February 6 2012 9:00 am - 5:30 pm

February 7, 2012, 8:30 am - 5:00 pm February 8, 2012, 8:30am - 3:00pm

EPA Contacts: Diana Pozun, COR, 202-564-2139

Diana Wong, TOCOR, 202-564-2049 Jami Rodgers, CO, 202- 564-4781

#### Task 1: Secure Meeting Facility

- 1. The Contractor shall secure meeting space at the Westlin Hotel in Alexandria, Va and obtain procurement with that facility for:
  - a. one large conference room set up in U shape for 22 people and approximately 100
    200 seats in theatre style;
  - b. one refreshment room accommodating for the panel composed of 22 members on travel status;
  - c. Equipments for the meeting (see item 3 below)
  - 2. The contractor shall procure with the facility breakfasts, lunches, and light refreshment during morning and afternoon breaks for panel's working sessions on administrative matter during the two days in accordance with EPA Policy Procurement Notice, PPN 00-01 "Contracting for Light Refreshments at Agency Conferences".
  - 3. The contactor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
    - Flatfold screen
    - Flatfold screen dress kit
    - Powered speakers

- RGBHV Distribution Amplifier
- Confidence 17: Monitor
- Folsom Switcher ScreenPro
- EQ/Processor
- 13 Push to talk table microphones
- Push to talk table mics controller
- 7 Extension Cords
- 7 Power strips
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 4. The contractor shall procure wireless internet access for 22 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 5. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 3 day meeting.

**Deliverable Date:** The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

### Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

- 1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
- 3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 22 pocket folders for panel members (the folders shall be furnished by the Contractor). An additional 50 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.
- 4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall

include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness
Quality Assurance: TOCOR review of all meeting materials

# Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
- 6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
- 8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
- 9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

**Deliverable Date:** Due on the day of the meeting

**Performance Requirement:** The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

**Performance Standard:** The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

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SCHEE E - CONTINUATION IMPORTANT: Mark all packages and papers with contract and/e- user numbers. ORDER NO. DATE OF ORDER CONTRACT NO. 0004 EP-W-11-051 02/28/2012 AMOUNT QUANTITY QUANTITY UNIT UNIT ITEM NO. SUPPLIES/SERVICES ACCEPTED PRICE ORDERED (c) (d) (e) (f) (a) (a) Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 02/08/2012 to 05/28/2012 Meeting Support March 14-16, 2012 in 37,923.69 0001 Durham, NC in accordance with the attached Statement of Work and the Contractor's Quote dated February 8, 2012. Accounting Info: 12-13-B-11T-ZZZMG5-2504-1211T21031-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2504 DCN - Line ID: 1211T21031-001 Funding Flag: Complete Funded: \$37,923.69 2,378.09 0002 Light Refreshments for EPA SAB Meeting held

March 14-16, 2012 in Durham, NC in accordance with the attached Statement of Work and the Contractor's Quote dated February 8, 2012.

Accounting Info:

12-13-B-11T-ZZZMG5-2615-1211T21031-002 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2615 DCN - Line ID:

1211T21031-002

Funding Flag: Complete Funded: \$2,378.09

INVOICE APPROVING OFFICIAL: DIANA POZUN

(202) 564-2139

The obligated amount of award: \$40,301.78.

The total for this award is

# Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 04

Title:

SAB animal feeding operation air emission panel meeting

Purpose:

Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (c) providing pre-

meeting and onsite logistics support.

Meeting Location:

Durham, NC

Meeting Dates/Time

March 14, 2012 8:30 am - 5:30 pm March 15, 2012 8:30 am - 5:30 pm March 16, 2012 8:30 am - 1:00 pm

**EPA Contacts:** 

Alisa Fisher, COR 202-564-2122 Ed Hanlon, TO COR, 202-564-2134 Jami Rodgers, CO, 202- 564-4781

Invoice Approving Official: Diana Pozun, COR

#### Task 1: Secure Meeting Facility

- 1. EPA is holding space at the Marriot at Research Triangle Park Hotel in Durham, NC. The contractor shall obtain procurement with that facility for:
  - a. one large conference room set up in U shape for 25 people and approximately 75 seats in theatre style;
  - b. one refreshment room accommodating for the panel composed of 20 members on travel status;
  - c. Equipments for the meeting (see item 3 below)
- 2. The contractor shall procure with the facility working breakfasts, working lunch, and light refreshment for the panel's working sessions on administrative matter during the three days in accordance with EPA Policy Procurement Notice, PPN 00-01 "Contracting for Light Refreshments at Agency Conferences'.
- 3. The contactor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
  - Flatfold screen
  - Flatfold screen dress kit
  - Powered speakers

- RGBHV Distribution Amplifier
- Confidence 17: Monitor
- Folsom Switcher ScreenPro
- EQ/Processor
- 13 Push to talk table microphones
- Push to talk table mics controller
- 5 Extension Cords
- 5 Power strips
- Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 1 Timer
- 4. The contractor shall procure wireless internet access for 25 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 5. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 3 day meeting.

**Deliverable Date:** The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

# Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

- 1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
- 3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 25 pocket folders for panel members (the folders shall be furnished by the Contractor). The contractor shall make 1 copy of all meeting materials for public display, and 75 copies of the meeting agenda, committee roster and charge questions for the public.

- 4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

#### Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
- 6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
- 8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
- 9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

**Performance Standard:** The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

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		-	., 10A. MODIFICATION OF CONTRACT/ORDE	R NO.
			EP-W-11-051	
			0004	
			108. DATED (SEE ITEM 13)	
(b)(4)	FACILITY CODE	1000	02/28/2012	
	11. THIS ITEM (	NLY APPLIES TO A	MENDMENTS OF SOLICITATIONS	
The above numbered solicitation is amended as	set forth in Item 14. The I	hour and date specific	ed for receipt of Offers 📗 is e	xtended, [] is not extended.
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NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

M NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	Obligated Amount for this Modification: -\$4,846.91		<del></del>		
	New Total Obligated Amount for this Award:		1 1	i	
	\$35,454.87		1 1		
			1 1		
	CHANGES FOR LINE ITEM NUMBER: 1				
	to Deobligate unliquidated amount of \$3,051.51				
	and return				
	that amount back to the Science Advisory Board,				
	and close-out			ļ	
	Task Order No. 4		1 1		
	Total Amount changed				
	from \$37,923.69 to \$34,872.18		1 1		
	Obligated Amount for this modification: -\$3,051.51				
	- ' ' '				
	CHANGES FOR DELIVERY LOCATION: FMSD		1 1		
	Amount changed from \$37,923.69 to \$34,872.18				
	,				
	CHANGES FOR ACCOUNTING CODE:				
	12-13-B-11T-ZZZMG5-2504-1211T21031-001				
	Amount changed from \$37,923.69 to \$34,872.18				
	CHANGES FOR LINE ITEM NUMBER: 2				
	to Deobligate unliquidated amount of \$1,795.40				
	and return				
	that amount back to the Science Advisory Board				
	and close-out				
	Task Order No. 4				
	Total Amount changed from 62 279 00 to 6500 60			•	
	Total Amount changed from \$2,378.09 to \$582.69	i	1 4		
	Obligated Amount for this modification: -\$1,795.40		1		
	CHANGES FOR DELIVERY LOCATION: FMSD		1		
	Amount changed from \$2,378.09 to \$582.69		1 1		
	CHANGES FOR ACCOUNTING CODE:				
	12-13-B-11T-ZZZMG5-2615-1211T21031-002				
	Amount changed from \$2,378.09 to \$582.69	ľ	1		
			1 1		
	Delivery: 03/16/2012				
	Delivery Location Code: FMSD		1 1		
	US EPA		1 1		
	1200 Pennsylvania Ave NW				
	Washington DC 20460 USA				
	Continued				
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CONTINUATION SHEET		3337331	3	3

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

EM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	Payment:				
	RTP Finance Center			j	
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)				
	109 TW Alexander Drive		1		
	Durham NC 27711		1		
	FOB: Destination		1		
	Period of Performance: 02/08/2012 to 05/28/2012		ii		
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IMPORTAN	T: Mark a	ll packages	and papers with		OPPLIES OR SER	VICES		<del></del>			PAGE 1	OF PAGES	:s 6
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03/06/2	012	FP-W-	11-021			a. NAME	OF C	ONSIGNEE	· <del></del>				
3. ORDER NO	).	<b></b>		4. REQUISITIO	DN/REFERENCE NO.	-							
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HPOD	ronmor	atal Da	otection A			1200	Per	nnsylvania Av	enue, NW				
Ariel P				igency									
			Avenue, N.	₩.									
Mail Co		3803R				c. CITY WASH	INGT	ON		i	. STATE	e. ZIP CC	
Washing	Iron Do	20461	,			f. SHIP V			<del></del>		DC	20460	
a. NAME OF		OR			. ,		1/4						
ENDYNA								8, T	YPE OF ORDER				
b. COMPANY			<u>.</u>			a. PU	JRCHA	ASE		X b. D	ELIVERY		
c. STREET AD 1345 LA		DRIVE				REFERE	NCE Y	YOUR:		Evanni f	ne billina la	nntm:=tl===	
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ITEM NO. (a)			SUPPLIES OF (b			ORDERED (c)	UNIT (d)	PRICE (e)		OUNT (f)	1	ACCI	EPTED (g)
	DUNS	Number	: (b)(4)		· · · · · · · · · · · · · · · · · · ·		<u> </u>	.,	<u> </u>		-		(8)
	Task EPA's	Order	#0005 Publ:	ic Meeti:	ng Support for Meeting March								
	22-23	, 2012	in Washing	gton, DC	weeting waren								
	TOPO:	DIANA	POZUN										
	Conti	nued .											
	<u></u>											·	
	18. SHIP	PING POINT			19. GROSS SHIPPING I	MEIGHT		20. INVOICE NO.	100				17(h) TOTAL
													(Cont. pages)
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IMPORTANT: Mark all packages and papers with contract and/o. ....Jer numbers. ORDER NO. DATE OF ORDER CONTRACT NO. 0005 EP-W-11-051 03/06/2012 **AMOUNT** QUANTITY QUANTITY UNIT UNIT SUPPLIES/SERVICES ITEM NO. PRICE ACCEPTED ORDERED (g) (c) (e) **(f)** (b) (a) Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 03/06/2012 to 05/30/2012 34,028.62 Meeting Support March 22-23, 2012 in 0001 Washington, DC in accordance with the attached Statement of Work and the Contractor's Quote dated February 29, 2012. Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21034-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21034-001 Funding Flag: Complete Funded: \$34,028.62 INVOICE APPROVING OFFICIAL: DIANA POZUN (202) 564-2139 The obligated amount of award: \$34,028.62. The total for this award is

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$34,028.62

# Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 04

<u>Title:</u> Public meeting of the SAB Board

<u>Purpose</u>: Under this Task Order, the Contractor shall provide administrative support for the

public meeting including (a) securing meeting facilities and; (c) providing pre-

meeting and onsite logistics support.

**Period of Performance:** The date of the award through May 30, 2012

Meeting Location: Washington, DC

Meeting Dates/Time March 22, 2012, 8:00 am - 6:00 pm

March 23, 2012, 8:30 am - 1:00 pm

**EPA Contacts:** Diana Pozun, COR, 202-564-2139

Angela Nugent, TOCOR, 202-564-2218

Jami Rodgers, CO, 202-564-4781

# Task 1: Secure Meeting Facility

- 1. The Contractor shall secure meeting space at the Washington Plaza Hotel in Washington, DC and obtain procurement with that facility for:
  - a. one large conference room set up in U shape for 35 people and approximately 100
    200 seats in theatre style;
  - b. one refreshment room accommodating for the panel composed of 35 members on travel status;
  - c. Equipments for the meeting (see item 3 below)
  - 2. The contractor shall procure with the facility breakfasts, lunches, and light refreshment during morning and afternoon breaks for panel's working sessions on administrative matter during the two days in accordance with EPA Policy Procurement Notice, PPN 00-01 "Contracting for Light Refreshments at Agency Conferences".
  - 3. The contactor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
    - Flatfold screen
    - Flatfold screen dress kit
    - Powered speakers
    - RGBHV Distribution Amplifier

- Confidence 17: Monitor
- Folsom Switcher ScreenPro
- EO/Processor
- 15 Push to talk table microphones
- Push to talk table mics controller
- 9 Extension Cords
- 9 Power strips
- Speaker phone
- Phone line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 4. The contractor shall procure wireless internet access for 35 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 5. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

**Deliverable Date:** The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

## Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

- 1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
- 3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 35 pocket folders for panel members (the folders shall be furnished by the Contractor). An additional 50 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.
- 4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide

the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

## Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting two hours of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The Contractor shall provide the sign-in sheets for the members and public.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
- 6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
- 8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
- 9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

**Performance Standard:** The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

AMENDMENT OF SOLICITATION/	MODIFICAT	OF CONTRACT	1	. CONTRACT ID CODE	) !	PAGE OF PAGES
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NAME OF OFFEROR OR CONTRACTOR

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	\$7,526.214, and return		i		
	that amount back to the Science Advisory Board and close-out				
	Task Order No. 005 Total Amount changed from \$34,028.62 to \$26,502.48				
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# ORDER FOR SUPPLIES OR SERVICES SCHI \_E - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

PAGE NO

3

DATE OF ORE					ORDER NO.	
03/27/20	012 EP-W-11-051				0006	
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT	AMOUNT	QUANTITY
(a)	(b)	ORDERED (c)	(d)	PRICE (e)	(f)	ACCEPTED (g)
0001	Admin Office:  HPOD  US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W.  Mail Code: 3803R  Washington DC 20460 Period of Performance: 03/27/2012 to 06/30/2012  CONTRACT SUPPORT FOR CASAC LEAD MEETING ON				26,062.13	127
	Accounting Info: 12-13-B-11T-2zZMG5-2584-1211T21041-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2594 DCN - Line ID: 1211T21041-001 Funding Flag: Complete Funded: \$26,062.13  The obligated amount of award: \$26,062.13. The total for this award is					
	TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17/H))				\$26,062,13	

# Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 06

Title: CASAC Lead Panel

<u>Purpose</u>: Under this Task Order, the Contractor shall provide administrative support for the

public meeting including (a) securing meeting facilities and; (c) providing pre-

meeting and onsite logistics support.

**Period of Performance:** The date of the award through June 29, 2012

Meeting Location: Durham, NC

Meeting Dates/Time April 10, 2012 8:30 am - 5:30 pm

April 11, 2012, 8:30 am - 1:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122

Aaron Yeow, TOPO, 202-564-2050 Jami Rodgers, CO, 202- 564-4781

# Task 1: Secure Meeting Facility

- 1. EPA is holding space at the Marriott at Research Triangle Park Hotel in Durham, NC. The contractor shall obtain procurement with that facility for:
  - a. one large conference room set up in U shape for 20 people and approximately 50 seats in theatre style;
  - b. one refreshment room accommodating for the panel composed of 20 members on travel status;
  - c. Equipment for the meeting (see item 3 below)
- 2. The contractor shall procure with the facility breakfasts, lunch, and light refreshment during morning and afternoon breaks for panel's working sessions on administrative matter during the two days in accordance with EPA Policy Procurement Notice, PPN 00-01 "Contracting for Light Refreshments at Agency Conferences'.
- 3. The contactor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
  - Flatfold screen
  - Flatfold screen dress kit
  - Powered speakers

- RGBHV Distribution Amplifier
- Confidence 17: Monitor
- Folsom Switcher ScreenPro
- EQ/Processor
- 13 Push to talk table microphones
- Push to talk table mics controller
- 5 Extension Cords
- 5 Power strips
- Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 1 Timer
- 4. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 5. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.

**Deliverable Date:** The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

## Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

- 1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
- 3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 20 pocket folders for panel members (the folders shall be furnished by the Contractor). The contractor shall make 1 copy of all meeting materials for public display, and 50 copies of the meeting agenda, committee roster and charge questions for the public.

- 4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

## Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
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- 9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

**Performance Standard:** The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

## Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 06

Title: CASAC Lead Panel

**Purpose:** Under this Task Order, the Contractor shall provide administrative support for the

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**Period of Performance:** The date of the award through June 29, 2012

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April 11, 2012, 8:30 am - 1:00 pm

**EPA Contacts:** Alisa Fisher, PO, 202-564-2122

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## Task 2: Pre-Meeting Support

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- 1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
- 3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 20 pocket folders for panel members (the folders shall be furnished by the Contractor). The contractor shall make 1 copy of all meeting materials for public display, and 50 copies of the meeting agenda, committee roster and charge questions for the public.

- 4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

## Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
- 6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
- 8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
- 9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

**Performance Standard:** The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

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IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. EP-W-11-051 04/09/2012 0007 ITEM NO. QUANTITY UNIT SUPPLIES/SERVICES UNIT **AMOUNT** QUANTITY ORDERED PRICE ACCEPTED (c) (d) (e) (9) Admin Office: **HPOD** US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 04/09/2012 to 06/29/2012 Public Meeting for SAB Exposure and Human Health Committee 0001 Task Order 7 - Contracting Support for the 28,317.31 SAB Exposure and Human Health Committee on May 31 & 31, 2012 Accounting Info: 12-13-B-11T-ZZZMG5-2504-1211T21043-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2504 DCN - Line ID: 1211T2I043-001 Funding Flag: Complete Funded: \$28,317.31 The obligated amount of award: \$28,317.31. The total for this award is TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$28,317.31

# Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 07

Title: SAB Exposure and Human Health Committee

**Purpose:** Under this Task Order, the Contractor shall provide administrative support for the

public meeting including (a) securing meeting facilities and; (c) providing pre-

meeting and onsite logistics support.

**Period of Performance:** The date of the award through June 29, 2012

Meeting Location: Washington, DC.

Meeting Dates/Time May 30, 2012- 8:30 am - 5:30 pm

May 31, 2012 - 8:30 am - 12:30pm

**EPA Contacts**: Diana Pozun, COR, 202-564-2139

Sue Shallal, TOPO, 202-564-2057 Jami Rodgers, CO, 202-564-4781

## Task 1: Secure Meeting Facility

- 1. EPA is holding space at the Embassy Row Hotel in Washington, DC. The contractor shall obtain procurement with that facility for:
  - a. one large conference room set up in U shape for 20 people and approximately 60 seats in theatre style;
  - b. Equipments for the meeting (see item 3 below)
- 2. The contactor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
  - Flatfold screen
  - Flatfold screen dress kit
  - Powered speakers
  - RGBHV Distribution Amplifier
  - Confidence 17: Monitor
  - Folsom Switcher ScreenPro
  - EQ/Processor
  - 14 Push to talk table microphones
  - Push to talk table mics controller
  - 5 Extension Cords

- 5 Power strips
- Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

**Deliverable Date:** The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

## Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

- 1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
- 3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 20 pocket folders for panel members (the folders shall be furnished by the Contractor). An additional 30 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.
- 4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

- 5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.
- 6. The contractor will make sure that an extra handout table is available to display the public comments. The contractor will make sure that a sign is on the table that says, "DISPLAY ONLY, DO NOT REMOVE".

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

## Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 6:30am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants check off their name on the sign-in sheet each day of the meeting. The sign-in sheet will be provided by the COR.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
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- 8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
- 9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

**Deliverable Date:** Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

**Performance Standard:** The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

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		gn, NC Angela Nugent M	May Fynire	Date.										
	Conti													
	18. SHIP	PING POINT		19. GROSS SHIPPING	WEIGHT	WEIGHT 20. INVOICE NO.					17(h) TOTAL			
	21. MAIL INVOICE TO:										pages)			
	a.NAME RTP Finance Center								\$45,749.53					
	a. Will fillance center							740,	V43,743.33					
SEE BILLING INSTRUCTIONS	b. STREET ADDRESS (or P.O. Box)  US Environmental Protection RTP-Finance Center (D143-0: 109 TW Alexander Drive  c. CITY					'V								
ON REVERSE						- 1			17 G					
						<i>52</i> )								
									CAE 740 50		TOTAL			
						TE	e. ZIP CODE	\$45,749.		.53				
	Durham						27711							
22. UNITED STATES OF							23. NAME (Typed)							
AMERIC	ABY (Sign	nature)					Naomi Jone		A-727 (477-200)					
							TITLE: CONTRACTING	3/ORDERING OF	FICER					

# ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO.
04/18/2012 EP-W-11-051

**ORDER NO.** 0008

ITEM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
	09/30/2012					
	Admin Office:					
	HPOD					
	US Environmental Protection Agency					
	Ariel Rios Building					
	1200 Pennsylvania Avenue, N. W.					
	Mail Code: 3803R					
	Washington DC 20460					
	Period of Performance: 04/18/2012 to					
	09/30/2012					
0001	BOSC Support of SAB Board Meeting on July				45,749.53	
0001	10 & 11, 2012. This will be for Task Order					
	08.					
	Accounting Info:					
	11-12-C-261A000-106FHAA-2532-12261AC00					
	4-001 BFY: 11 EFY: 12 Fund: C Budget					
	Org: 261A000 Program (PRC): 106FHAA					
	Budget (BOC): 2532 DCN - Line ID:					
	12261AC004-001					
	Funding Flag: Partial					
	Funded: \$4,349.53					
	Accounting Info:					
	11-12-C-261A000-203FA7A-2532-12261AC00					
	4-002 BFY: 11 EFY: 12 Fund: C Budget					
	Org: 261A000 Program (PRC): 203FA7A					
	Budget (BOC): 2532 DCN - Line ID:					
	12261AC004-002					
	Funding Flag: Partial					
	Funded: \$2,500.00					
	Accounting Info:					
	11-12-C-261A000-303FB3A-2532-12261AC00					
	4-003 BFY: 11 EFY: 12 Fund: C Budget					
	Org: 261A000 Program (PRC): 303FB3A					
	Budget (BOC): 2532 DCN - Line ID:					
	12261AC004-003					
	Funding Flag: Partial					
	Funded: \$8,500.00					
	Accounting Info:					
	11-12-C-261A000-404FB1A-2532-12261AC00					
	4-004 BFY: 11 EFY: 12 Fund: C Budget					
	Org: 261A000 Program (PRC): 404FB1A					
	Budget (BOC): 2532 DCN - Line ID:					
	12261AC004-004					
	Funding Flag: Partial					
	Continued					
	1			I		

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$45,749.53

# ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.

 04/18/2012
 EP-W-11-051

**ORDER NO.** 0008

TEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT	AMOUNT	QUANTIT
(a)	(b)	ORDERED (c)	(d)	PRICE (e)	(f)	ACCEPTE (g)
(α)		(6)	(4)	(6)	(1)	(9)
	Funded: \$13,000.00					
	Accounting Info:					
	11-12-C-261A000-404FB2APV-2532-12261AC				1	
	004-005 BFY: 11 EFY: 12 Fund: C				1	
	Budget Org: 261A000 Program (PRC):					
	404FB2APV Budget (BOC): 2532 DCN -					
	Line ID: 12261AC004-005					
	Funding Flag: Partial					
	Funded: \$17,200.00					
	Accounting Info:					
	1112 C 261A000 404FB2APW BFY: 11 EFY:					
	12 Fund: C Budget Org: 261A000					
	Program (PRC): 404FB2APW Budget					
	(BOC): 2532					
	Funding Flag: Partial					
	Funded: \$200.00					
	The obligated amount of award: \$45,749.53.		1			
	The total for this award is		1			
	THE COCAL TOP CHIS AWARD IS					
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			
	TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))	>			\$0.00	

# Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 08

<u>Title:</u> Public meeting of the SAB Board & BOSC

**Purpose**: Under this Task Order, the Contractor shall provide administrative support for the

public meeting including (a) securing meeting facilities and; (c) providing pre-

meeting and onsite logistics support.

**Period of Performance:** The date of the award through September 30, 2012

**Meeting Location:** Raleigh, North Carolina

**Meeting Dates/Time** July 10, 2012 9:00 am – 6:00 pm

July 11, 2012 9:00 am - 5:00 pm

**EPA Contacts**: Diana Pozun, COR, 202-564-2139

Angela Nugent, TOCOR, 202-564-2218

Naomi Jones, CO, 202-564-4512

## **Task 1: Secure Meeting Facility**

- 1. The Contractor shall secure meeting space at the Renaissance Raleigh North Hills Hotel in Raleigh, NC and obtain procurement with that facility for:
  - a. one large conference room set up in U shape for 40 people and approximately 100
    200 seats in theatre style;
  - b. Six breakout rooms for first day only (July 10) setup in conference style for 25 people and chairs around the table and room. Speakerphone in each breakout room.
  - c. Equipments for the meeting (see item 3 below)
  - 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
    - Flatfold screen
    - Flatfold screen dress kit
    - Powered speakers
    - RGBHV Distribution Amplifier
    - Confidence 17: Monitor
    - Folsom Switcher ScreenPro
    - EQ/Processor
    - 28 Push to talk table microphones

- Push to talk table mics controller
- 9 Extension Cords
- 9 Power strips
- 7 Speaker phones (one in the main conference room for two days and 1 in each breakout room (July 10 only)
- Phone line in main conference room for two days, phone line in each breakout room (6) for July 10 only.
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 40 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

**Deliverable Date:** The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

## **Task 2: Pre-Meeting Support**

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

- 1. The Contractor shall prepare name badges and tent cards for Panel members, Liaison members, BOSC members and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
- 3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 40 or more pocket folders for panel members (the folders shall be furnished by the Contractor). An additional 50 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.
- 4. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this

setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

**Performance Indicator**: Timeliness and Completeness **Quality Assurance**: TOCOR review of all meeting materials

## **Task 3: On-Site Meeting Support**

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting two hours of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The COR shall provide the sign-in sheets for the members and public.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
- 6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
- 8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
- 9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

**Deliverable Date:** Due on the day of the meeting

**Performance Requirement**: The contractor shall provide on-site meeting support.

**Performance Indicator:** Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

**Performance Standard:** The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

# **Task 4: Post Meeting Support**

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDM	ENT OF SOLICITATION/M	ODIFICATI	FCONTRACT		1. CONTRACT ID CODE		PAGE OF	PAGES
				r			1	2
	ENT/MODIFICATION NO.	200.70	FFECTIVE DATE	4. [	REQUISITION/PURCHASE REQ. NO.	5. PR	OJECT NO	. (If applicable)
001 6. ISSUED B	<u>Y</u>		5/09/2012 POD	7.	ADMINISTERED BY (If other than Item 6)	CODE		
Ariel Pariel ronmental Protect Rios Building ennsylvania Avenuc ode: 3803R gton DC 20460	tion Ag	ency	HI U: A: 1: M:	POD S Environmental Protecti riel Rios Building 200 Pennsylvania Avenue, ail Code: 3803R ashington DC 20460	on Ag	leuch		
8. NAME AN	D ADDRESS OF CONTRACTOR	(No., street, cour	nty, State and ZIP Code)		BA. AMENDMENT OF SOLICITATION NO.			<del></del>
MCLEAN	NCIA DRIVE VA 221022203			x	98. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER EP-W-11-051  0008  10B. DATED (SEE ITEM 13)	NO.		
code (p	o)(4)	FA	CILITY CODE		04/18/2012			
			1. THIS ITEM ONLY APPLIES TO J					
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CHECK ONE	A. THIS CHANGE ORDER IS II ORDER NO. IN ITEM 10A,	SSUED PURS	SUANT TO: (Specify authority) THE	CH/	INGES SET FORTH IN ITEM 14 ARE MADE IN	THE COI	NTRACT	
х			RDER IS MODIFIED TO REFLECT TEM 14, PURSUANT TO THE AUTI ENTERED INTO PURSUANT TO A		ADMINISTRATIVE CHANGES (such as change ITY OF FAR 43.103(b). ORITY OF:	es in payir	ng office,	
I <del></del>	D. OTHER (Specify type of mod	dification and a	authority)			·		
E. IMPORTAN	NT: Contractor XI	is not	s required to sign this document and	d refu	m0 copies to the issu	ing office		<del></del>
	The same of the sa				ng solicitation/contract subject matter where fea			<del></del>
The pur No. 8, reading is chan	mber: [(D)(4)  pose of this Amen  is to change the the date of aw  ged to readThe	dment N date on ard thr date o	No. 1 to Task Order the period of per rough September 31, of award through	r rfo	ormance			
			e Meeting Support,		S			
Task 4:	is hereby added	to Post	3: on-Site Meeting Support meeting, the contra	185	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
	task order close		tivities to include					
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	ovided herein, all terms and condition of TITLE OF SIGNER (Type or p		sument referenced in Item 9A or 10A	16	heretofore changed, remains unchanged and in A. NAME AND TITLE OF CONTRACTING OFF BOMI JONES			
158. CONTR	ACTOR/OFFEROR		15C. DATE SIGNED	16	B. UNITED STATES OF AMERICA		16C	DATE SIGNED
NSN 7540-01	(Signature of person authorized to sign -152-8070	<u>, , , , , , , , , , , , , , , , , , , </u>		1.	(Signature of Progressing Officer)	STANIDAS	O FORM 2	0 (REV. 10-83)
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CONTINUATION SHEET REFERENCE NO. OF JMENT BEING CONTINUED PAGE OF EP-W-11-051/008/001 2 2

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

TEM NO. (A)	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	1. Reviewing, discussing and paying the final				
	hotel bill; 2. Reviewing, discussing and paying				
	the final A/V invoice; 3. Developing the progress				
	report for EPA; 4. Developing the final invoice				
	for the meeting.	i			
	Deliverable date: Within 30 business days of the				
	conclusion				
	of the meeting. TOPO: Angela Nugent Max Expire Date: 09/30/2012				
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center				
	Mail Drop D143-02	]			
	109 TW Alexander Drive	]			
	Durham NC 27711 Period of Performance: 04/18/2012 to 09/30/2012				
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#### Amendment 1

# Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 08

<u>Title:</u> Public meeting of the SAB Board & BOSC

Purpose: Under this Task Order, the Contractor shall provide administrative support for the

public meeting including (a) securing meeting facilities and; (c) providing pre-

meeting and onsite logistics support.

**Period of Performance:** The date of the award through August 11, 2012

Meeting Location: Raleigh, North Carolina

**Meeting Dates/Time** July 10, 2012 9:00 am - 6:00 pm

July 11, 2012 9:00 am - 5:00 pm

**EPA Contacts**: Diana Pozun, COR, 202-564-2139

Angela Nugent, TOCOR, 202-564-2218

Naomi Jones, CO, 202-564-4512

#### Task 1: Secure Meeting Facility

- 1. The Contractor shall secure meeting space at the Renaissance Raleigh North Hills Hotel in Raleigh, NC and obtain procurement with that facility for:
  - a. one large conference room set up in U shape for 40 people and approximately 100
    200 seats in theatre style;
  - b. Six breakout rooms for first day only (July 10) setup in conference style for 25 people and chairs around the table and room. Speakerphone in each breakout room.
  - c. Equipments for the meeting (see item 3 below)
  - 2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
    - Flatfold screen
    - Flatfold screen dress kit
    - Powered speakers
    - RGBHV Distribution Amplifier
    - Confidence 17: Monitor
    - Folsom Switcher ScreenPro

laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

## Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
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- 9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

- EQ/Processor
- 28 Push to talk table microphones
- Push to talk table mics controller
- 9 Extension Cords
- 9 Power strips
- 7 Speaker phones (one in the main conference room for two days and 1 in each breakout room (July 10 only)
- Phone line in main conference room for two days, phone line in each breakout room (6) for July 10 only.
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 3. The contractor shall procure wireless internet access for 40 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre-meeting set up and on-site support for the entire 2 day meeting.

**Deliverable Date:** The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

#### Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

- 1. The Contractor shall prepare name badges and tent cards for Panel members, Liaison members, BOSC members and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
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- 4. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The COR will provide the contractor with a diagram

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

**Performance Standard:** The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

# Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

- 1. Reviewing, discussing and paying the final hotel bill
- 2. Reviewing, discussing and paying the final A/V invoice
- 3. Developing the progress report for EPA
- 4. Developing the final invoice for the meeting

Deliverable Date: Within 30 business days of the conclusion of the meeting.

#### Amendment 1

# Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 08

<u>Title:</u> Public meeting of the SAB Board & BOSC

**Purpose**: Under this Task Order, the Contractor shall provide administrative support for the

public meeting including (a) securing meeting facilities and; (c) providing pre-

meeting and onsite logistics support.

**Period of Performance:** The date of the award through August 11, 2012

**Meeting Location:** Raleigh, North Carolina

**Meeting Dates/Time** July 10, 2012 9:00 am – 6:00 pm

July 11, 2012 9:00 am - 5:00 pm

**EPA Contacts**: Diana Pozun, COR, 202-564-2139

Angela Nugent, TOCOR, 202-564-2218

Naomi Jones, CO, 202-564-4512

#### **Task 1: Secure Meeting Facility**

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  - a. one large conference room set up in U shape for 40 people and approximately 100 200 seats in theatre style;
  - b. Six breakout rooms for first day only (July 10) setup in conference style for 25 people and chairs around the table and room. Speakerphone in each breakout room.
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    - Powered speakers
    - RGBHV Distribution Amplifier
    - Confidence 17: Monitor
    - Folsom Switcher ScreenPro

- EQ/Processor
- 28 Push to talk table microphones
- Push to talk table mics controller
- 9 Extension Cords
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- 7 Speaker phones (one in the main conference room for two days and 1 in each breakout room (July 10 only)
- Phone line in main conference room for two days, phone line in each breakout room (6) for July 10 only.
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
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- 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

**Deliverable Date:** The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

# **Task 2: Pre-Meeting Support**

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- 1. The Contractor shall prepare name badges and tent cards for Panel members, Liaison members, BOSC members and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
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- 3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 40 or more pocket folders for panel members (the folders shall be furnished by the Contractor). An additional 50 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.
- 4. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The COR will provide the contractor with a diagram

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5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

**Deliverable Date:** One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

**Quality Assurance**: TOCOR review of all meeting materials

## **Task 3: On-Site Meeting Support**

- 1. The contractor shall display the poster board two hours before the meeting starts.
- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting two hours of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The COR shall provide the sign-in sheets for the members and public.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
- 6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
- 7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
- 8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
- 9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

**Deliverable Date:** Due on the day of the meeting

**Performance Requirement**: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

**Performance Standard:** The contract staff behaves in a professional manner at all times.

**Quality Assurance:** Participant Survey and TOCOR review

**Performance Indicator:** Equipment operational

**Performance Standard:** The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

**Quality Assurance:** TOCOR review

# **Task 4: Post Meeting Support**

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
  - 1. Reviewing, discussing and paying the final hotel bill
  - 2. Reviewing, discussing and paying the final A/V invoice
  - 3. Developing the progress report for EPA
  - 4. Developing the final invoice for the meeting

Deliverable Date: Within 30 business days of the conclusion of the meeting.

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# Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 09

Title: Perchlorate Meeting

**Purpose:** Under this Task Order, the Contractor shall provide administrative support for the

public meeting including (a) securing meeting facilities and; (c) providing pre-

meeting and onsite logistics support.

**Period of Performance:** The date of the award through August 21, 2012

Meeting Location: Washington, DC

Administrative Meeting July 18, 2012, 8:00 am – 8:30 am

Meeting Dates/Time July 18, 2012, 9:00 am – 5:30 pm

July 19, 2012, 9:00 am - 5:00 pm

**EPA Contacts**: Alisa Fisher, PO, 202-564-2122

Thomas Carpenter, TOPO, 202-564-4885

Naomi Jones, CO, 202-564-4512

#### **Task 1: Secure Meeting Facility**

- 1. EPA is holding space at the Embassy Suites Hotel in Washington, DC. The contractor shall obtain procurement with that facility for:
  - a. one large conference room set up in U shape for 20 people and approximately 100 seats in theatre style;
  - b. 1 Speaker Table
  - c. Equipments for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
  - Flatfold screen
  - Flatfold screen dress kit
  - Powered speakers
  - RGBHV Distribution Amplifier
  - Confidence 17: Monitor
  - Folsom Switcher ScreenPro
  - EQ/Processor

- 12 Push to talk table microphones
- Push to talk table mics controller
- 5 Extension Cords
- 5 Power strips
- Speaker Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 1 Timer
- 3. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

**Deliverable Date:** The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

# Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOPO:

- The Contractor shall prepare name badges and tent cards for Panel members, and EPA
  speakers. The badges for the members should be done in white and badges for the EPA
  speakers should be done in blue. All badges should have the EPA logo on them. The
  COR will furnish the Contractor a list of names. The Contractor will prepare the draft
  name tents and badges for the review by TOPO and COR before finalization. The
  Contractor will furnish the blank tents cards and also the clip on badges with inserts.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
- 3. The contractor shall make printed copies of the meeting materials as directed by the TOPO which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 20 pocket folders for panel members (the folders shall be furnished by the Contractor). The contractor shall make 1 copy of all meeting materials for public display, and 100 copies of the meeting agenda, committee roster and charge questions for the public.
- 4. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this

- setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
- 5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness Quality Assurance: TOPO review of all meeting materials

#### Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOPO. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from TOPO. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOPO.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the TOPO with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
- 7. The Contractor shall return any materials left by the members to be mailed back to them and also the TOPO's materials back to the EPA office.
- 8. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

**Quality Assurance:** Participant Survey and TOPO review

Performance Indicator: Equipment operational

**Performance Standard:** The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting. **Quality Assurance:** TOPO review

## **Task 4: Post Meeting Support**

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
  - 1. Reviewing, discussing and paying the final hotel bill
  - 2. Reviewing, discussing and paying the final A/V invoice
  - 3. Developing the progress report for EPA
  - 4. Developing the final invoice for the meeting

Deliverable Date: Within 30 business days of the conclusion of the meeting.

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# ORDER FOR SUPPLIES OR SERVICES S FOULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO.

PAGE NO

2

ORDER NO.

08/17/2	012 EP-W-11-051	0010										
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT	AMQUNT	QUANTITY						
(a)	(b)	ORDERED (c)		PRICE (e)	m	ACCEPTED (d)						
0001	pre-meeting and on site logistics support, September 11, 2012, September 12, 2012 and September 13, 2012 TOPO: Holly stallworth Max Expire Date: 10/19/2012 Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 08/17/2012 to 10/19/2012  TASK ORDER #0010 CASAC OZONE MEETING SUPPORT FOR EPA'S SCIENCE ADVISORY BOARD MEETING ON SEPTEMBER 11-13, 2012 IN RALEIGH, NC.  Accounting Info: 12-13-B-11T-Z2ZMG5-2584-1211T21068-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 DCN - Line ID: 1211T21068-001 Funding Flag: Complete Funded: \$40,778.49  The obligated amount of award: \$40,778.49. The total for this award is	(c)	(d)	(a)	40,778.49	(g)						
	TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))	$\rightarrow$			\$40,778.49							

# Science Advisory Board Staff Office Contract No. EP-W-11-051 Task Order: 10

Title: CASAC Ozone Meeting

**Purpose**: Under this Task Order, the Contractor shall provide administrative support for the

public meeting including (a) securing meeting facilities and; (c) providing pre-

meeting and onsite logistics support.

**Period of Performance:** The date of the award through October 19, 2012

Meeting Location: Raleigh, NC

Meeting Dates/Time September 11, 2012, 9:00 am -5:00 pm

September 12, 2012, 9:00 am - 5:00 pm September 13, 2012, 9:00 am - 12:00 pm

**EPA Contacts:** Alisa Fisher, PO, 202-564-2122

Holly Stallworth, TOPO, 202-564-2073

Naomi Jones, CO, 202-564-4512

# Task 1: Secure Meeting Facility

- 1. EPA is holding space at the Raleigh Marriott City Center in Raleigh, NC. The contractor shall obtain procurement with that facility for:
  - a. one large conference room set up in U shape for 25 people and approximately 150 seats in theatre style;
  - b. 1 Speaker Table
  - c. Equipments for the meeting (see item 2 below)
- 2. The contactor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
  - Flatfold screen
  - Flatfold screen dress kit
  - Powered speakers
  - RGBHV Distribution Amplifier
  - Confidence 17: Monitor
  - Folsom Switcher ScreenPro
  - EQ/Processor
  - 12 Push to talk table microphones

- Push to talk table mics controller
- 5 Extension Cords
- 5 Power strips
- Speaker Phone
- Telephone hookup
- 1 Phone Line
- 1 LCD projector
- 2 Laptops
- 24 channel studio mixer & speakers or use in-house speaker system
- 1 Timer
- 3. The contractor shall procure wireless internet access for 25 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
- 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 3 day meeting.

**Deliverable Date:** The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

#### Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOPO:

- 1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOPO and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
- 2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
- 3. The contractor shall make printed copies of the meeting materials as directed by the TOPO which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 25 pocket folders for panel members (the folders shall be furnished by the Contractor). The contractor shall make 1 copy of all meeting materials for public display, and 100 copies of the meeting agenda, committee roster and charge questions for the public.
- 4. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness Quality Assurance: TOPO review of all meeting materials

#### Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.

- 2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
- 3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
- 4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOPO. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
- 5. The onsite personnel shall provide printed copies per request from TOPO. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOPO.
- 6. At the conclusion of the meeting, the onsite personnel shall provide the TOPO with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
- 7. The Contractor shall return any materials left by the members to be mailed back to them and also the TOPO's materials back to the EPA office.
- 8. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

**Performance Requirement**: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

**Performance Standard:** The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOPO review

Performance Indicator: Equipment operational

**Performance Standard:** The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOPO review

# Task 4: Post Meeting Support

- 1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:
  - 1. Reviewing, discussing and paying the final hotel bill
  - 2. Reviewing, discussing and paying the final A/V invoice
  - 3. Developing the progress report for EPA
  - 4. Developing the final invoice for the meeting

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFI	CATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF	PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	1. ==2			1	2
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6. ISSUED BY CODE	09/15/2014 HPOD	7 AD	MINISTERED BY (If other than Item 6)	COE	ie T	<u> </u>
HPOD US Environmental Protection Ariel Rios Building 1200 Pennsylvania Avenue, N Mail Code: 3803R Washington DC 20460	Agency					
8. NAME AND ADDRESS OF CONTRACTOR (No., stre	ret, county, State and ZIP Code)	(x) 9A	AMENDMENT OF SOLICITATION NO	).	od Such	
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<sup>CODE</sup> (b)(4)	FACILITY CODE	<b>—</b>	8/17/2012			
(8)(1)	11. THIS ITEM ONLY APPLIES				-	
separate letter or telegram which includes a reference THE PLACE DESIGNATED FOR THE RECEIPT OF wittue of this amendment you desire to change an off to the solicitation and this amendment, and is received 12. ACCOUNTING AND APPROPRIATION DATA (If it is See Schedule	to the solicitation and amendment of OFFERS PRIOR TO THE HOUR AN of already submitted, such change mad prior to the opening hour and date arquired)  NODIFICATION OF CONTRACTS/ORI PURSUANT TO: (Specify authority)	numbers. FAI ID DATE SPE ay be mede to specified.  Net Dec  DERS. IT MO  THE CHANG	CIFIED MAY RESULT IN REJECTION  y telegram or letter, provided each tele  rease:  DOFIES THE CONTRACT/ORDER NO.	NT TO BE RE OF YOUR OF YOUR OF YOUR OF YOUR OF YOUR OF YOUR OF YOUR HEAD OF YOUR OF YO	ECRIVED AT IFFER. If by makes reference 269.86 BED IN ITEM	ence
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14. DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: (b)(4)  The purpose of This Amendmer and return the funds back to the Science Advisory Board.  TOPO: Holly stallworth Max ELIST OF CHANGES	at No. 1, is to deal	bligate			\$1,269	1.86
Reason for Modification: Ot Total Amount for this Modifi New Total Amount for this Ve New Total Amount for this Aw Continued Except as provided herein, all terms and conditions of the Manual C	.cation: -\$1,269.86 ersion: \$39,508.63 ward: \$39,508.63	r 10A, as here 16A. N				
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NAME OF OFFEROR OR CONTRACTOR

ENDYNA	INC

ITEM NO.	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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